



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: **SANITATION ENFORCEMENT OFFICER (PROMOTION)**

SALARY: \$22,575 – \$26,657 **GRADE:** 80

CLOSING DATE: April 26, 2002 is the last day to file an application.

POSITION: A Sanitation Enforcement Officer receives training in the enforcement of City ordinances, regulations and public local laws pertaining to buildings, housing, zoning, fire, public health, and sanitation; patrols and conducts investigations into violations; issues citations and violation notices and serves summonses within an assigned area of the City. Employees work a rotating shift, which includes weekends and holidays.

The eligible list may be used to promote persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, eligible City employees must:

Have a valid Maryland Class C Noncommercial driver's license or an equivalent out-of-state driver's license acceptable to the Baltimore City Department of Human Resources, Division of Safety;

AND

Have graduated from an accredited high school or possess a GED certificate;

AND

Have one year of experience in the community including - but not limited to - enforcement, inspection or investigation of health, housing, zoning, fire or other code violations; collection of refuse and waste; or security or law enforcement;

OR

Have an equivalent combination of relevant education and experience in the community including - but not limited to - enforcement, inspection or investigation of health, housing, zoning, fire or other code violations; collection of refuse and waste; or security or law enforcement.

Certification by the Police Commissioner of Baltimore City is required within six months of appointment. The certification process includes a criminal background check of the applicant. Employees must hold and maintain valid certification.

NOTE: YOUR LICENSE MUST BE RECORDED ON YOUR APPLICATION AND WILL BE VERIFIED BY THE APPOINTING AUTHORITY. PROVISIONAL DRIVER'S LICENSES AND LEARNER'S PERMITS ARE NOT ACCEPTABLE.

NOTE: Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information from the Maryland State Police.

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KMT/mk POSTED: 4/15/02

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

SELECTION PROCESS: Only classified City employees who indicate the minimum qualifications on their applications and have successfully completed a probationary period on or before the day of filing an application will be placed on the eligible list without further examination. The license, training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for the position. Qualified candidates will not be listed in rank order.

NOTE: Appointees to this classification will be required to successfully complete a formal training program conducted through a joint effort of the Departments of Housing, Health, Public Works, Fire and Police. Successful appointees will be expected to meet the following requirements as a condition of probation:

- Pass a written examination with a minimum 70% score
- Pass a road test administered by the Training Officer(s).
- Receive a satisfactory field training report based on the On-the-Job training.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Department of Public Works
200 North Holliday Street
Room 200
Baltimore, Maryland 21202



Baltimore City
Department of Human Resources
201 East Baltimore Street
Suite 100
Baltimore, Maryland 21202